

CITY OF MANCHESTER
PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT
REQUEST FOR PROPOSALS

HOUSING INITIATIVES HOUSING REHABILITATION PROGRAM
CONSTRUCTION MANAGEMENT CONSULTANT SERVICES

The City of Manchester Planning & Community Development Department is soliciting proposals from qualified individual/firms for services related to the construction management of the City's HUD Funded Housing Rehabilitation Program. Miscellaneous services to include the following: residential property inspections; identification of housing code violations; development of detailed cost estimates; production of bid specifications; and construction management progress inspections. The focus of the Housing Rehabilitation Program is to address major and minor Housing Code violations in Owner-occupied single family or multi-family homes (4 units or less). It is anticipated that a minimum of 15 housing units per year will be improved as a result of this program.

All services to be performed by qualified personnel who are knowledgeable in construction standards and applicable City housing and building codes. The scope of services will primarily concentrate on, but may not be limited to, housing code Inspections (15 units), development of detailed cost estimates (15 units), production of work scopes (15 units) and construction management progress inspections (30 inspections) of all required contractual and reporting functions in accordance with all applicable regulatory requirements, HUD and New Hampshire Laws. The Construction Management Consultant (CMC) will be responsible for the implementation of comprehensive policies and procedures as they relate to the program.

The Consultant is expected to provide the necessary professional program administration services as they relate to the range of work cited in the attached **Scope of Services**. In conjunction with the scope of services, the Consultant will furnish all supplies, equipment, materials and labor necessary or required to perform, undertake or complete the project(s) or portions thereof as may be assigned by the Planning & Community Development Department.

The Consultant shall obtain and maintain insurance for the duration of this Agreement in accordance with the requirements of Attachment B.

Funding for the selected Consultant's construction management services will be HUD Entitlement monies. This funding source requires that the selected Consultant comply with certain conditions in the performance of services which will be identified in the governing Professional Services Agreement as an attachment document entitled "US Department of Housing and Urban Development Supplementary General Conditions". The Consultant shall also abide by all applicable Federal, State and Local laws, ordinances, regulations, rules, codes, standards and the like in the performance of these services. Local firms, including minority and women owned businesses, shall be given "maximum feasible opportunity" to participate in contracts and subcontracts resulting from the proposed project.

The City of Manchester is an equal opportunity/affirmative action agency. All individuals, qualified firms and consultants will receive consideration without regard to race, color, religion, creed, age, sex or national origin, marital status, actual or perceived sexual orientation, gender identity, physical or mental disability.

Interested parties must submit a proposal to the Department of Planning and Community Development on or before 5:00 P.M. prevailing time on June 17, 2016 at the following address:

Todd D. Fleming
City of Manchester Planning & Community Development Department
One City Hall Plaza
Manchester, New Hampshire 03101
TELEPHONE: 603-624-6450

Inquiries regarding the Request For Proposal should be directed to the previously mentioned contact.

Leon L. LaFreniere, AICP
Director, Planning & Community Development